

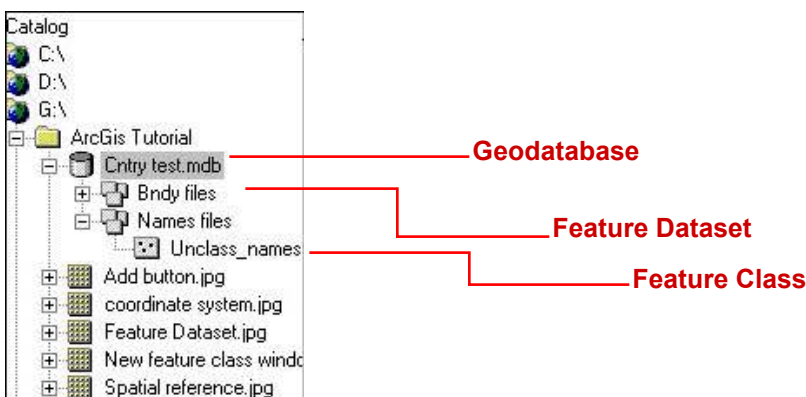
# Importing Names data into ArcGis

## Important terms

**Geodatabase** – provides a framework for geographic information and supports topologically integrated feature classes. Simply put, it is an MS Access database containing spatial information that can be used to query attributes and related spatial data.

**Feature Dataset** – a collection of feature classes with user-defined spatial relationships and topologies. It is stored in a geodatabase.

**Feature Classes** – a collection of geographic features with the same geometry type, the same attributes, and the same spatial reference. They are similar to shapefiles, but they are capable of storing topological information.



## Applications



**ArcMap** – Lets you view, create, edit and query maps and data. Most of your work will be performed in ArcMap.



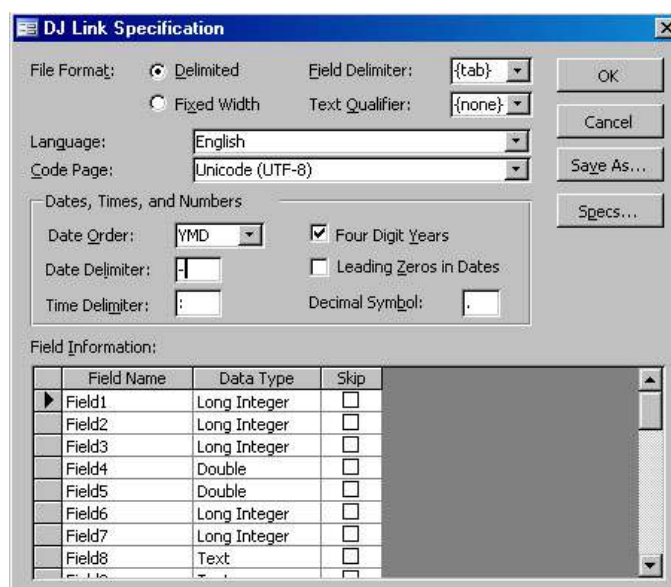
**ArcCatalog** – Provides data access and spatial data management tools. Used for reading and creation of metadata. Used to manage data sources.



**ArcToolbox** – Contains models, scripts, and other geoprocessing tools useful to perform many GIS analysis tasks including data conversion.

## Loading Names Data into ArcMap

1. Open Microsoft Access
2. Open the text file in Access
3. Select Delimited - click next
4. Click the “Advanced” button in the lower left corner. This will open the “Link Specification” window.
5. Set Code Page to Unicode (UTF-8). Set Date Order to YMD. Set Date Delimiter to a hyphen (-). **See Below**



6. Click OK
7. Make sure the “Tab” delimiter is selected
8. Check “First Row Contains field Names” box



9. Click Next

10. Scroll right and select the ADM1 column.
11. Set the Data Type to "Text"

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name:  Data Type:

Indexed:  ☐ Do not import field (Skip)

DMS	DMS LONG	UTM	JOG	FC	DSG	PC	CC1	ADM1	ADM2	POP	E
0	425309	KT63	NC38-01	P	PPL		DJ	01			
3	423907	KU40	NC38-01	P	PPL		DJ	05			
3	420609	JT81	NC38-01	P	PPL		DJ	02			
8	425344	KU77	ND38-13	P	PPL		DJ	04			
8	425344	KU77	ND38-13	P	PPL		DJ	04			
0	425309	KT63	NC38-01	P	PPL		DJ	01			

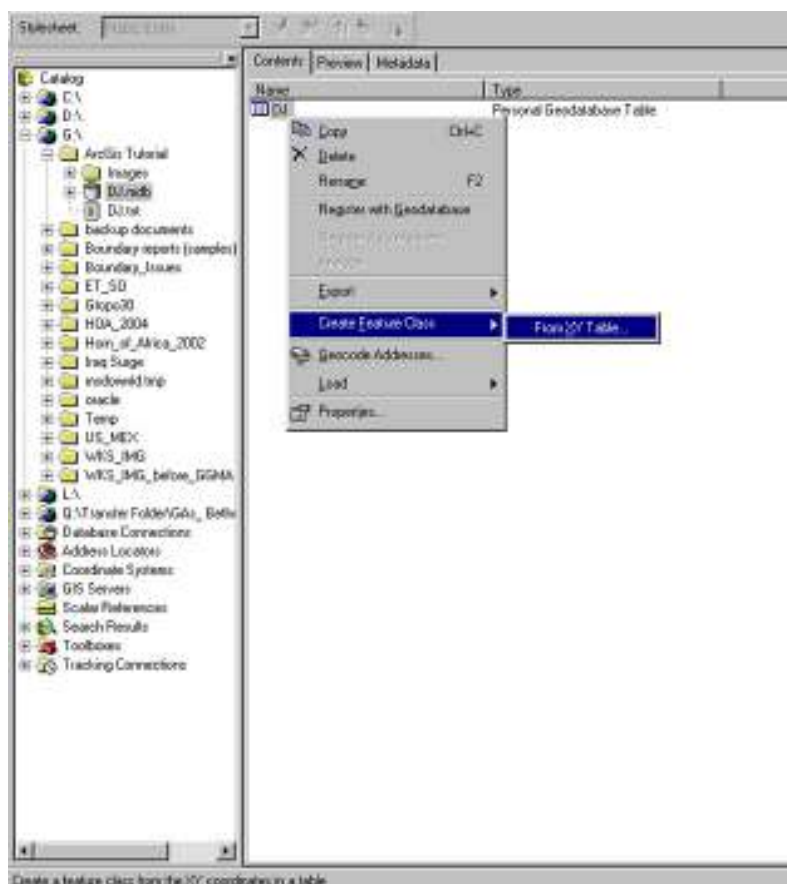
Advanced... Cancel < Back Next > Finish

12. Click Next.
13. Name the table if you want or accept the default. Click Finish.
14. In the Database window you will now see the new table you created. Double click the table to open it and visually check to make sure everything looks ok.
15. Go to the main menu bar and select Format > Font and select Arial Unicode MS
16. Close the table. Select YES to save changes to the design of table.
17. Exit Microsoft Access

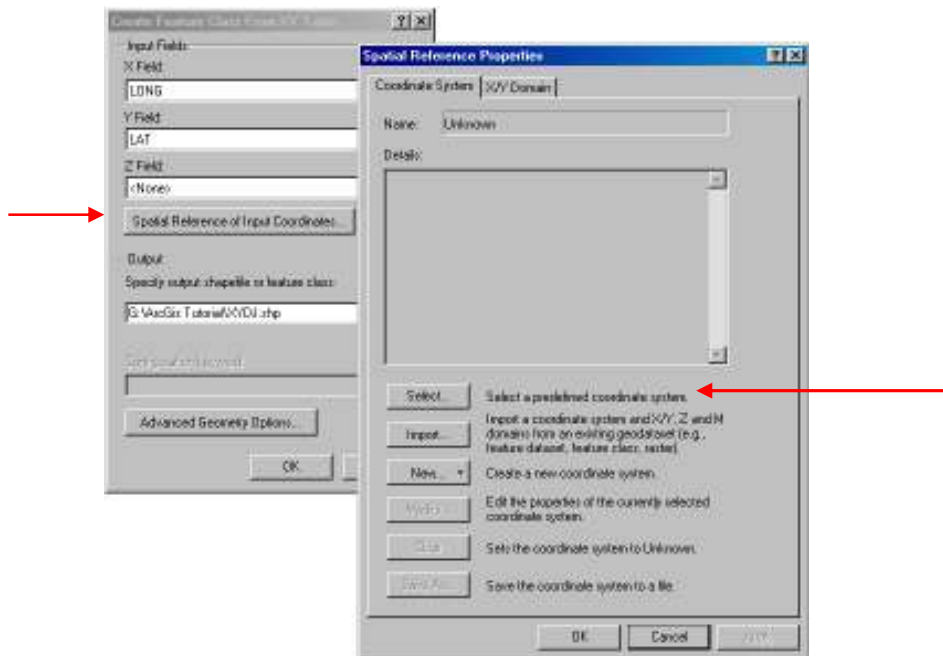
Now that we have linked the text file to a database, we need to bring it into ArcGis. In order to do this we need to create a feature class.

## Creating a feature class using a table.

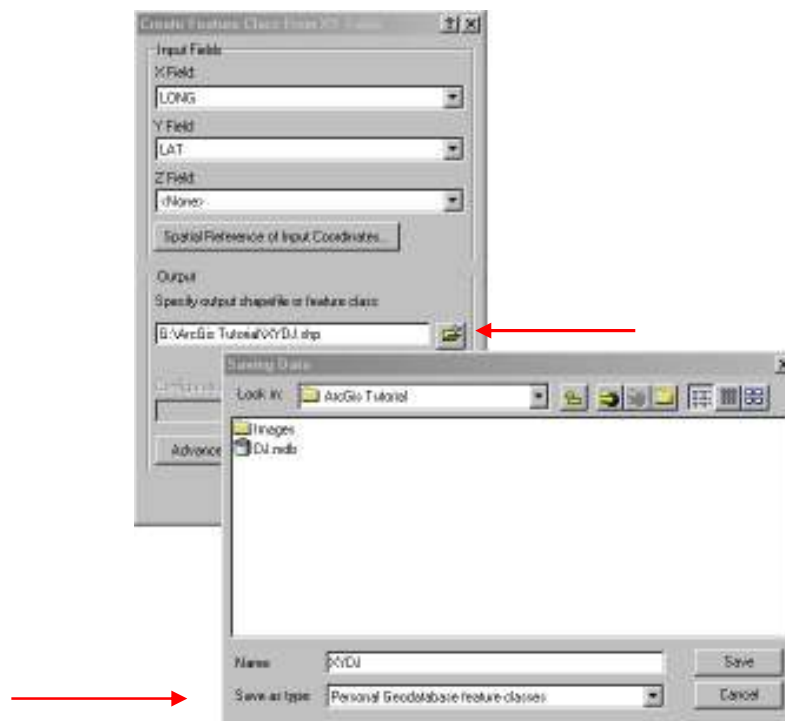
1. Open Arc Catalog and navigate to your data.
2. You should see two files. An .mdb and a .txt. The .txt is names data file and the mdb is the database file you just created in Access and linked to the names file.
3. Make sure the “Contents” tab is selected. In the window you should see a personal Geodatabase table. Right click on the table. Select “Create Feature Class” -> From XY Table



4. In the “Create Feature Class from XY table window – make sure the X and Y fields are correct.
5. Click “Spatial Reference of Input Coordinates



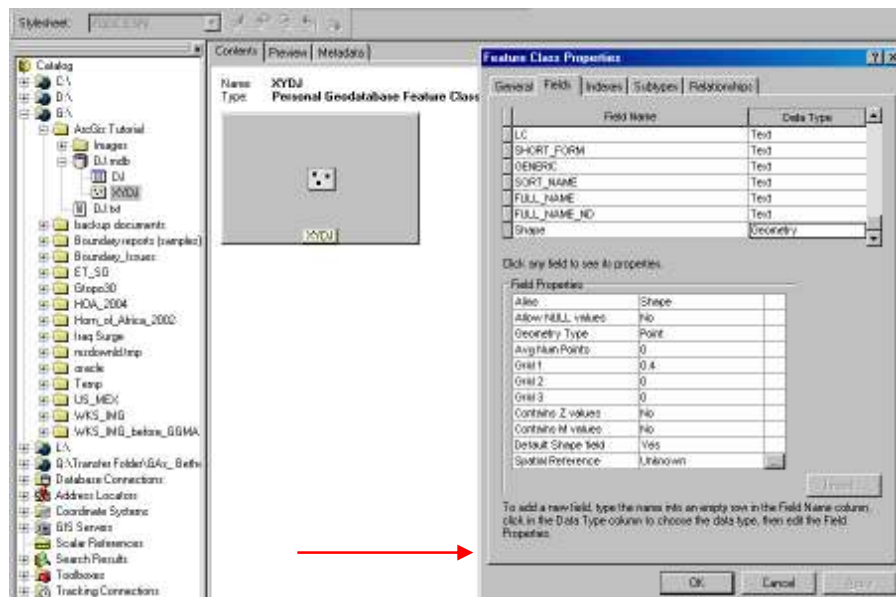
6. In the Spatial reference Properties window click the “select” button and find the coordinate system that matches your data. ( Since we are dealing with names from the GNDB it will be WGS 84. In the future, if you are using data from another source, make sure you select the correct coordinate system.) Click OK
7. In the “Create Feature Class...” window under Output click the yellow folder at the right. Make sure you change the file type to “Personal Geodatabase feature class” You can name it if you wish or keep the default.



8. You want to save this feature class inside the Personal Geodatabase you created earlier. Use the drop down arrow in the “Look in:” field to navigate to your database. See below




9. Click “Save” and your new feature class will be added to the Geodatabase. If the feature class doesn’t appear, right click on the Geodatabase and select refresh.
10. Sometimes the geographic data we selected earlier doesn’t stick. (Welcome to the wonderful, wacky world of ArcGis) To check, right click on the table from the file menu on the left. Select properties. In the properties window scroll down to the “Shape” field name and left click on “Geometry”
11. In the field properties list check “Spatial Reference”. If it says “Unknown” we need to reassign the spatial information.



12. To the right of the spatial reference field is a small gray box with three dots. Click this and reselect the spatial reference.
13. Close Arc Catalog

## Displaying the data in ArcMap

1. Open ArcMap
2. Click the add data button  and look in the Geodatabase. Select the feature class you just created and click “Add”



3. One last thing. Right click on the table in the layers menu. And select “open attribute table”
4. Click the “Options” button at the bottom and select appearance.
5. In the Table Appearance window set the font to “Arial Unicode MS”. If you want you can also increase the size or change the color.
6. Take a look at the names in the table to ensure they are being displayed properly. If so, Congratulations! You have just imported a names file into ArcGis.